



# National Science Foundation

## *Rotational Vacancy*

**DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES  
DIVISION OF UNDERGRADUATE EDUCATION  
ARLINGTON, VA 22230**

**ANNOUNCEMENT NUMBER: E20020079-Rotator**  
**UNTIL FILLED**

**OPEN: 02/20/2002    CLOSE:**

**Vacancy announcement may close 14 days from opening date without notice.**

The National Science Foundation is seeking qualified candidates for 4 positions to be filled in the Division of Undergraduate Education, Directorate for Education and Human Resources. The Division manages and coordinates the Foundation-wide undergraduate initiative, including programs for faculty, students, curriculum development, laboratory development, course development, and instrumentation and equipment. The purpose is to improve the quality of undergraduate education in science, mathematics and engineering. Selected candidates may be assigned to any of the programs within the Division. These positions may be filled at the level of Assistant Program Director, Associate Program Director and/or Program Director.

We have specific interest in persons in the following disciplines: biological sciences, chemistry, computer science, engineering, geosciences, mathematical sciences, and physics/astronomy.

Positions will be filled on a one or two year Visiting Scientist Appointment, Temporary Appointment or under the terms of the Intergovernmental Personnel Act (IPA). Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act. For temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds Social Security and provides reimbursement for fringe benefits. For IPA assignments, the individual remains on the payroll of his/her institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. The individual remains an employee of the home institution.

**Duties and Responsibilities:** Assists in the implementation, review, funding, post-award management, and evaluation of the program and contributes to the intellectual integration with other programs supported by the Division. Designs and implements the proposal review and evaluation process for relevant proposals. Selects outstanding individuals to provide objective reviews on proposals either as individuals or as members of a panel. Conducts final review of proposals and evaluations, and recommends acceptance or declination. Manages and monitors on-going grants, contracts, interagency and cooperative agreements to ensure fulfillment of commitments to NSF. Evaluates progress of awards through review and evaluation of reports and publications submitted by awardees and/or meetings at NSF and during site visits. Contributes to the responsibility for establishing goals and objectives, initiating new program thrusts and phasing out old projects. Recommends new or revised policies and plans in scientific, fiscal, and administrative matters to improve the activities and management of the Program.

**Qualifications Required:** For the **Program Director** level, applicants must have a PhD or equivalent experience in biological sciences, chemistry, computer science, engineering, geosciences, mathematical sciences, or physics/astronomy plus six or more years of successful research, research administration, and/or managerial experience pertinent to the above disciplines. For the **Associate Program Director** level, applicants must have a PhD or equivalent experience in one of the above disciplines plus 4 or more years of successful research, research administration, and/or managerial experience. For the **Assistant Program Director** level, applicants must have a PhD in one of the above disciplines or a Masters degree in one of the above disciplines plus two or more years of successful research, research administration, and/or managerial experience pertinent to the above disciplines. At all levels, candidates must be knowledgeable about undergraduate education in the sciences and related areas to participate in planning programs to improve undergraduate education in several areas. In addition, candidates must have sufficient teaching experience to determine whether a proposed project is likely to meet the needs of students and faculty.

The salary range, which includes a locality pay adjustment, is from \$46,469 to \$121,967 per annum depending on qualifications and experience. Individuals interested in applying for this vacancy should submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20020079-Rotator. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to Maria Sutton, on (703) 292-4364. For technical information, contact Dr. Norman Fortenberry, Director, Division of Undergraduate Education, by email at [undergrad@nsf.gov](mailto:undergrad@nsf.gov). Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at: <http://www.nsf.gov/jobs/>.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

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NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: August 2002

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER